

QUALITY CHECKLIST

Basic Checks

Make sure the paper is complete:

Check that all the pages are there and in the correct order.

Add page numbers if necessary.

Make sure that there is a figure for every caption and vice versa, and that all parts a, b, c, etc. are present and labeled.

TITLE PAGE

Read title for spelling and sense. Fix awkward line breaks. (No words broken.)

Abbreviations should not be used in the title.

Use correct format for author affiliations (mailing addresses are given at end of reference list).

(This does not apply to Coastal and Estuarine Studies--CES--volumes)

If there will be more than three author/affiliation blocks, use footnote style.

(This does not apply to CES volumes)

ABSTRACT

Abstract is a single paragraph.

There should be no reference citations (since it is often read in isolation).

No displayed math or tabular material in abstract.

Ideally, 300 words or fewer. It should definitely not run to a second page.

TEXT

Check format and hierarchy of headings.

Check numbering of headings (if used) for sequence and style (decimal).

Check equation numbering (simple sequence, not decimal style).

In the running text, there should be no multi-level math requiring additional space between lines.

Check that brackets rather than parentheses are used for reference citations; names are italicized.

(names are not italicized in CES volumes)

Make sure that every table and figure has a callout in the margin. Check numerical order.

REFERENCES (most important)

Check alphabetization. Fix order if necessary.

Check for complete information (needed to find reference).

Make sure that every citation in text, figures, captions, and tables has a corresponding entry in the reference list.

Names and years in text must match reference list entry.

FIGURES

Check quality of figures. AGU will reject unsuitable figures.

Figures should be clean, in focus, and legible.

There should be no broken lines, misspellings, or handwritten (crude) lettering.

It is best, if needed, that a, b, c, etc. labels are drafted directly onto the figures.

Make sure that any reference citations drafted onto the figures are correct.

Foldouts and color figures should be designated as plates.

ADDITIONAL INFORMATION

Check short title to be used in running head (to be pasted by AGU at top of each page).

Check authors' mailing addresses at end of reference list.

Add received and accepted dates (editor's dates).

(This applies only to Antarctic Research Series volumes.)

(over)

If desired, further copy editing can cover the following items:

Reading the paper

SPELLING/CAPITALIZATION

Correct misspellings in text.

American spelling preferred for consistency.

Make capitalization consistent within a given paper or to conform to usage designated by volume editor or other authority (e.g., U.S. Stratigraphic Code).

Check geographic names against list designated by editor (e.g., Gazetteer of the Antarctic, distributed by NSF).

GRAMMAR

A sentence should not begin with a lowercase letter or a numeral.

Check for incomplete sentences or apparent "nonsense" in text; accidental duplication.

Check for subject-verb agreement.

Make hyphenation consistent.

Expand contractions ("don't" becomes "do not").

PUNCTUATION

Fix punctuation to the extent necessary to avoid misreading.

UNITS OF MEASURE/ABBREVIATIONS

Use metric/SI units.

Use numerals for values followed by a unit of measure (e.g., 3 cm).

Spell out units unless preceded by a numeral (e.g., "in seconds" not "in s")

Do not spell out "inverse" units (e.g., s⁻¹).

Identify nonstandard abbreviations at first use.

MATH

Insert zero before decimal points, if omitted (e.g., 0.04).

FIGURES

Check caption content against figures.

Check text discussions against figures.

TABLES

Tables should be self-contained (i.e., understandable without reference to text).

Explain abbreviations in a footnote.

If consistency is desired, the a, b, c, etc., style is easiest for footnotes.

MISCELLANEOUS

Omit academic and courtesy titles.